

SECRET

6 May 1955

MEMORANDUM FOR: Director of Logistics

FROM : Acting Chief, Printing & Reproduction Division

SUBJECT : Weekly Activity Report

1. General

a. Plant Operations - (continued item)

There has been a slight increase in the workload during the reporting period. Some overtime will be necessary in several of the sections in order to maintain currency of work.

2. Projects and Studies in Process

a. Renovation of Transformer Room - (continued item)

Work on this project has been completed except for final inspection by the General Services Administration.

b. Centralized Receiving for Agency Reproduction Requests - (continued item)

The transportation problem relative to centralized receiving for Agency reproduction requests has been resolved. The truck formerly utilized in the delivery of "Batch Materials" to [REDACTED] will be used to deliver all printing and reproduction requests from Central Receiving to [REDACTED]

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3. Other Items of Interest

a. Paper Coloring and Press Equipment for Printing PP Leaflets - (continued item)

Approval of the Joint Committee on Printing has been obtained for the procurement of the Colorverter and Web-Fed rotary press required for printing PP leaflets on Bible stock. The Procurement Division is contacting various Government sources to determine the availability of a suitable surplus press prior to proceeding with procurement.

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b. Mimeograph Paper - (continued item)

In accordance with an agreement reached with the Government Printing Office, 5,000 sheets of A. B. Dick mimeograph paper have been ordered. This paper is to be tested under identical conditions with that received in the latest shipment from GPO. GPO officials will observe these tests to determine if the GPO paper is inadequate.

c. New Personnel - (continued item)

One photographic trainee reported for duty. She will be given photographic training on the job and will be assigned to the Graphics Photography Section.

d. Moving of Davidson Presses - (continued item)

The two remaining presses will be moved this week. The printing of the "Batch System" work is now being accomplished in [REDACTED] This operation is being accomplished very satisfactorily and the arrangement will be closely observed for the entire test period of one year which was agreed upon with OCD. Additional renovation to the space including acoustical tile, a sink, and a dutch door to the vault will be made.

4. Special Problems

a. Sand and Grit in Water Supply - (continued item)

The Alexandria Water Commission is continuing to work on this problem. We are informed that filters are to be installed on two six-inch water mains on [REDACTED] Following this installation samples of the water will be tested to determine if there is any improvement. The Water Commission officials will keep the Division informed of their findings.

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